



Department of Business & Industry

Program & Technical Standards for Accounting and Finance Majors

Concerns with a Course

If you have any concerns about a course, including accessibility concerns, **first consult your instructor**. If after meeting with your instructor, if you feel that your concern has not been satisfactorily addressed, or if you feel that you cannot effectively communicate with your instructor about the issue, you may contact the following people in the following order:

Second Contact

Dean of Business and Industry: Dr. Regina Hartley, (828) 565-4070, rdhartley@haywood.edu
Department Assistant: Julie Newland (828) 627-4619

Third Contact

Vice President of Instruction: Wendy Hines, (828) 565-4069, whines@haywood.edu

Program Outcomes

The Accounting degree program is designed to facilitate development of the following program outcomes:

1. Prepare various tax forms demonstrating an understanding of filing status, exemptions for dependents, gross income, adjustments, deductions, and computation.
2. Use current computer technology fluently in an office setting.
3. Use, understand, and communicate appropriate accounting terminology in an office setting.
4. Understand financial statements and how they are connected.
5. Analyze and record accounting transactions.
6. Interpret and make decisions based on accounting data.
7. Demonstrate a basic understanding of personal and business financial planning.
8. Demonstrate an understanding of ethical, socially responsible, and diversity best practices, from a global perspectives

EXAMPLES ARE NOT ALL INCLUSIVE.

Haywood Community College is an ADA compliant institution. The College does not discriminate on the basis of disability in the admissions process or in access to its programs, services and/or activities for qualified individuals who meet essential eligibility requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services and/or activities. Student Services provides a disability counselor to assist students in requesting disability related accommodations. If a student believes that he/she cannot meet one or more of the essential functions without accommodations, the student is encouraged to disclose the disability to the disability counselor as soon as possible. Students must certify the ability to *meet essential functions of the curriculum by a signed statement in the beginning of the program*.



Clinical and Lab Activity Information

Program of Study Accounting and Finance

Department Business & Industry

Job Requirements	Occasional	Frequent	Constant
Activity:			
(List # of lbs.) 10			
Lifting			
Static Knuckle Height	✓		
Bench Height	✓		
Ankle Height	✓		
Shoulder Height	✓		
Dynamic Bench Height (3 feet)			
To the Left	✓		
From the Center	✓		
To the Right	✓		
Carrying			
Cart Height (3 feet)			
Pushing	✓		
Pulling	✓		
List Frequency Only:			
Sitting			✓
Standing/Walking	✓		
Climbing			
Stairs	✓		
Ladder	✓		
Balance			
Stooping	✓		
Kneeling	✓		
Crouching	✓		
Crawling	✓		
Reaching			
Forward	✓		
Overhead	✓		
Bending Reach	✓		
Other			
Handling			
Fingering	✓		
Feeling	✓		
Hearing	✓		
Seeing			
Near			✓
Distance	✓		
Reading			✓
Calculating			✓
Compiling			✓

Lifting Frequencies:

Occasional 1 lift every 30 minutes
 Frequent 1 lift every 2 minutes
 Constant 1 lift every 15 seconds

Other Activities:

Occasional 0-33% (1-20 min per hour)
 Frequent 34-66% (21-40 min per hour)
 Constant 67-100% (41-60 min per hour)